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HISTORY
of
HEADQUARTERS CIVIL AIR PATROL - USAF

HEADQUARTERS COMMAND USAF
UNITED STATES AIR FORCE
Maxwell AFB, Alabama 36112

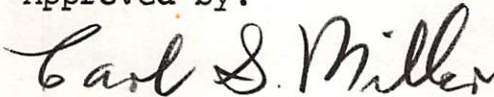
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F O R E W O R D

This historical report results from an effort on the part of all sections of this headquarters. The author wishes to extend his sincere thanks to each person who contributed.

Because Civil Air Patrol is a civilian corporation, most of the documents attached to this history, which represent the work of the HQ CAP-USAF staff, are CAP Corporate rather than Air Force documents. While this is a departure from standard Air Force historical documentation, it is the only means by which the narrative portion of this history can be supported and by which the work of the HQ CAP-USAF staff can be shown.

T A B L E O F C O N T E N T S

FOREWORD.	i
TABLE OF CONTENTS	ii
LIST OF SUPPORTING DOCUMENTS.	vii
CHRONOLOGY OF EVENTS.	xii
CHAPTER I, COMMAND.	1
ORGANIZATION	1
MISSION.	1
SUPPORTING THE MISSION	3
Leadership.	3
Closing the CAP Communications Gap.	3
General Membership.	4
Business Memberships.	4
Key Personnel	5
CHAPTER II, OPERATIONS.	6
GENERAL.	6
DIRECTORATE OF EMERGENCY SERVICES (DOS).	6
Search and Rescue (SAR)	7
Disaster Relief	9
DIRECTORATE OF CURRENT OPERATIONS (DOO).	10
Rental Aircraft Budget.	10
T-29 Flight Utilization	10
Flying.	11
Airlift	11

DIRECTORATE OF SENIOR TRAINING (DOT)	12
Senior Member Activities	13
DIRECTORATE OF COMMUNICATIONS (DOK)	13
CAP Radio Stations	13
Corporate Aircraft Radio Fleet License	14
Annual National Communications Effectiveness Test - 1975.	14
Radioteletype	14
Region Communications Effectiveness Tests.	15
CAP Petition Submitted to FCC.	15
Communications Operations Procedures	15
Rewrite of Communications Tests.	15
Region LO Director of Communications Posi- tions.	16
CHAPTER III, PERSONNEL	17
GENERAL	17
Directorate of Military Personnel.	17
Directorate of Reserve Affairs	18
Directorate of Data Processing	19
Directorate of CAP Personnel	19
CHAPTER IV, AEROSPACE EDUCATION AND CADET PROGRAM	20
GENERAL	20
National Congress on Aerospace Education (NCAE)	21
Aerospace Education Projects	22
Aerospace Education Publications	22
Scholarships and Grants.	24

Cadet Program.	24
Cadet Special Activities	25
Awards	28
Audio-Visual Communication Division (EDV)	29
Briefing to Assistant Secretary of AF (Manpower and Reserve Affairs)	30
Key Personnel.	30
CHAPTER V, PLANS AND PROGRAMS.	31
CAP National Board Meeting	31
CAP National Executive Committee (NEC) Meetings	32
Annual Report to Congress.	32
CAP Advisory Panel	32
Briefing for General David C. Jones, USAF Chief of Staff and the Air Staff . . .	33
CAP Congressional Dinner and Reception .	33
National Commander's 1974 Evaluation of CAP Wings.	34
Liaison Officer (LO) Training.	35
CHAPTER VI, CHAPLAINCY ACTIVITIES.	36
GENERAL	36
Christian Encounter Conferences (CEC). .	36
National Chaplain Committee Meeting. . .	37
Outstanding Chaplain of the Year Award .	37
National Commander's Evaluation of Chap- lains.	37
Values for Living.	38
Other Chaplaincy Activities.	38

CHAPTER VII, DIRECTORATE OF INFORMATION.	39
GENERAL	39
Brochures and Leaflets	39
Exhibit.	40
Summer Activities.	40
Letters to Governors	41
Unit Information Programs.	41
CAP NEWS	41
Recruiting and Retention	42
Photographic Production.	42
Radio, Television and Pictorial.	42
Key Personnel.	44
CHAPTER VIII, ACTIVITIES OF OTHER STAFF AGENCIES . .	45
INSPECTOR GENERAL (IG).	45
Key Personnel.	47
DIRECTORATE OF SAFETY (SE).	47
STAFF JUDGE ADVOCATE (JA)	48
DCS/COMPTROLLER (AC).	50
DIRECTORATE OF ADMINISTRATION (DA).	50
Administrative Communications and Documen-	
tation Division.	51
Publishing Division.	51
DCS/LOGISTICS (LG).	52
Host-Tenant Agreements	52
Relocation of USAF-CAP LQs	53
DOD Excess Property.	54

Motor Vehicles in Support of CAP.54
Phone-Mates55
Long-Term Hire of Motor Vehicles.55
CAP-USAF Simulator.56
Corporate Aircraft.56
Key Personnel56
CHAPTER IX, MISCELLANEOUS57
GLOSSARY OF ABBREVIATIONS.58
LINEAGE AND HONORS DATA.62

S U P P O R T I N G D O C U M E N T S

1. "Memorandum of Understanding," between DCPA and CAP, 22 Nov 74. (p 9)
2. CAP-USAF Reg 60-2, "Management of Civilian Rental Aircraft," 14 Mar 75. (p 10)
3. Briefing to Air Staff by HQ CAP-USAF, Mar 75. (p 11)
4. CAP Pamphlet 302, "Functions of Management," 1 Aug 74. (p 12)
5. Training Aid, "Script for The Lively Commander," Dec 74. (p 12)
6. CAP Pamphlet 51, "The Commander's Guide," Jan 75. (p 12)
7. Ltr, HQ CAP-USAF to Sq Comdrs; subj: "Squadron Meeting Agenda Suggestions," 1 Mar 75. (p 12)
8. CAPP 204, "Study Guide for Senior Program Officer," Feb 75. (p 12)
9. CAPP 150-2, "Senior Member CAP Orientation," May 75. (p 13)
10. Ltr, HQ CAP-USAF to Comdr, PACR; subj: CAP Pacific Region Staff College, 10 Apr 74. (p 13)
11. Ltr, HQ CAP-USAF to Comdr, PACR; subj: CAP Pacific Region Staff College, 8 Aug 74. (p 13)
12. Form 556, "Corporate Aircraft Fleet License," 26 Aug 74. (p 14)
13. Ops Plan, "COMMTEST 75," Annual National Communications Effectiveness Test (1975), 10 Apr 75. (p 14)
14. Ltr, HQ CAP-USAF to FCC; subj: Teletype Mode of Operation, 11 Nov 75. (p 14)
15. Ltr, HQ CAP-USAF to FCC; subj: Requesting Waiver of Type Acceptance Requirements on Licenses for ELTs, Jun 75. (p 15)
16. CAP-USAF Reg 100-1, "CAP-USAF Communications Operations Procedures," 15 Nov 74. (p 15)

17. CAP Form 119, "Radio Operator's Permit Test," Sep 74. (p 16)
18. CAP Form 44, "Senior Communicator Test," Sep 74. (p 16)
19. CAP Form 39, "Master Communicator Test," Sep 74. (p 16)
20. CAPM 50-16, "The Leader's Handbook for the Cadet Program," 1 Jan 75. (p 21)
21. Ltr, Comdr, HQ CAP-USAF to ED; subj: "Changes to the Cadet Program Based on the St. Louis NEC," 10 Sep 74. (p 21)
22. Program, "National Congress on Aerospace Education, 1975," 3-5 Apr 75. (p 21)
23. Roster, "Registrants at 1975 NCAE," 2-6 Apr 75. (p 22)
24. Listing, "1975 Listing of College, University, and School Systems Aerospace Education Workshops," 15 Apr 75. (p 22)
25. Textbook, "Your Aerospace World," 1 Jan 75. (p 22)
26. CAP Form 80, "Aerospace Education Achievement Tests," Sep 74. (p 22)
27. Test, "Aerospace Education Test," Sep 74. (p 23)
28. Manual, "Aerospace Education, Games and Activities" (for the Elementary School), 1 Jan 75. (p 23)
29. CAPM 50-1, "Introduction to Civil Air Patrol," Jan 75. (p 23)
30. Pamphlet, "Aerospace Education Course Syllabus," Jan 75. (p 23)
31. CAP Form 16-1, "Leadership Laboratory Achievement Tests," May 75. (p 23)
32. Manual 50-3, "The Leadership Laboratory Manual, Vol I," Jan 75. (p 23)
33. Manual 50-3, "The Leadership Laboratory Manual, Vol II," Jan 75. (p 23)

34. Study, "Aerospace Personality Series #1, A Study of The Life and Selected Flights of Amelia Earhart," May 75. (p 23)
35. CAPP 20, "Scholarships and Grants," Dec 74. (p 24)
36. CAPM 50-2, "Cadet Handbook," Jan 75. (p 24)
37. CAPP 50-16-2, "Cadet Program Special Interest Area, Medical/Dental Services," Jan 75. (p 24)
38. CAPP 50-16-1, "Cadet Program Special Interest Area, Radio Communications," Jan 75. (p 24)
39. CAPP 50-16-3, "Cadet Program Special Interest Area, Emergency Services," Jan 75. (p 24)
40. CAPP 50-16-4, "Cadet Program Special Interest Area, Private Pilot-Airplane," Jan 75. (p 24)
41. CAPP 50-16-5, "Cadet Program Special Interest Area, Private Pilot-Glider," Jan 75. (p 24)
42. CAPP 50-16-6, "Cadet Program Special Interest Area, Aerospace Education," Jan 75. (p 24)
43. Handout, "The Youth of our Country," Sep 74. (p 24)
44. Leaflet, "1975 Cadet Special Activities Application and Selection," 5 Oct 74. (p 24)
45. CAPP 65, "The CAP Cadet Drill Team," May 75. (p 25)
46. CAPP 66, "National Cadet Competition," May 75. (p 25)
47. Booklet, "IACE, Guide for Participants," Dec 74. (p 25)
48. Booklet, "Guide for Hosting International Air Cadet Exchange," (1975), 7 Mar 1975. (p 25)
49. Booklet, "New York Phase IACE," 16 Jul 75. (p 25)
50. Booklet, "Washington, D.C. Phase IACE," 1 Aug 75. (p 25)
51. CAPF 49, Chart, "CAP Cadet Program Achievement Contract Specifications and Awards," Jan 75. (p 25)
52. Narrative, Briefing to Dr. David P. Taylor, Ass't Secretary, AF (Manpower and Reserve Affairs), 18 Dec 74. (p 30)

53. Booklet, "CAP National Board Meeting, Minutes," 20-21 Sep 74. (p 31)
54. Booklet, "1975 Annual Report to Congress," 1 Mar 75. (p 32)
55. Briefing, Nat Comdr, CAP to CAP Advisory Panel and AF Chief of Staff, 5 Mar 75. (p 33)
56. Booklet, "Briefing for General Jones, CSAF," 12 Mar 75. (p 33)
57. Msg, Vice CSAF to Major Air Comds; subj: Assistance and Support for CAP, 31 Mar 75. (p 33)
58. Booklet, "National Commander's Evaluation of Civil Air Patrol Wings - 1974 Report," 18 Feb 75. (p 34)
59. Booklet, "National Commander's Evaluation of Civil Air Patrol Wings - 1975 Criteria," 27 Dec 74. (p 34)
60. Report, "National Chaplain Committee Meeting," 20-21 Sep 74. (p 37)
61. Brochure, "CAP Values for Living, Vol I, Part IV," Nov 75. (p 38)
62. Booklet, "CAP, "What is it all About?" Aug 74. (p 38)
63. CAPP 11, "Civil Air Patrol Recruiting Guide," Sep 74. (p 42)
64. Pamphlet, "Fact Sheet, International Air Cadet Exchange - 1975," Jan 75. (p 43)
65. Pamphlet, "Humanitarian Services - 1974," Jan 75. (p 43)
66. Brochure, "Civil Air Patrol, 33rd Anniversary Kit," Jun 75. (p 43)
67. Flyer, "Business Member Newsletter, Civil Air Patrol," Jan 75. (p 43)
68. Ltr, IG to Region & Wing Comdrs; subj: Summary of Inspection Deficiencies--CAP Wings, 25 Oct 74. (p 46)

69. CAP-USAF Reg 123-1, "General/Staff Supervisory Inspections of USAF-CAP Region and Wing Liaison Offices," 13 Sep 74. (p 46)
70. CAP-USAF Reg 123-2, "General/Staff Supervisory Inspections of Civil Air Patrol Wings," 13 Sep 74. (p 46)
71. CAP Reg 123-1, "The Civil Air Patrol Inspection Program," 3 Oct 74. (p 46)
72. CAP Reg 123-3, "General/Staff Supervisory Inspections of Civil Air Patrol Wings," 4 Dec 74. (p 46)
73. CAPM 123-1, "Inspection Handbook," 6 Nov 74. (p 46)
74. CAP Reg 123-2, "Grievances and Investigations," 5 Jun 75. (p 47)
75. Report, "State Appropriations Report, FY 75," Nov 74. (p 48)
76. Ltr, Secretary, CAP to IRS; subj: Exemption of Income Taxes for CAP, 26 Jul 74. (p 48)
77. Ltr, IRS to CAP; subj: Income Tax Exemption, 11 Dec 74. (p 48)
78. Ltr, JA to Comdr, HQ CAP-USAF; subj: Legality of Employing Paid Lobbyist," 5 Dec 74. (p 48)
79. Ltr, JA to all staff agencies, HQ CAP-USAF; subj: Appointment of Reservists as Wing LOs, 8 Oct 74. (p 48)
80. Report, "Status of Operating Funds," 31 Dec 74. (p 50)
81. Report, "Status of Operating Funds," 30 Jun 75. (p 50)
82. Ltr, DA to DP; subj: Manning Requirements for Unit Administration Function, 16 Jan 75. (p 51)

CHRONOLOGY OF EVENTS

1 July 1974 - 30 June 1975

4-9 Jul	CAP National Staff College, Maxwell AFB AL. (p 13)
15 Jul-7 Aug	International Air Cadet Exchange at all CAP wings. (p 25)
10 Aug	National Executive Committee Meeting, St. Louis MO. (p 32)
20-21 Sep	National Board Meeting and Convention, San Francisco CA. (p 31)
24-27 Oct	National Drill Competition, Dallas TX. (p 26)
14-15 Dec	National Executive Committee Meeting, Maxwell AFB AL. (p 32)
18 Dec	Briefing for David P. Taylor, Assistant Secretary of the Air Force (Manpower and Reserve Affairs). (p 32)
5 Mar	CAP Advisory Panel, Washington, D.C. (p 32)
5 Mar	Congressional Dinner and Reception, Washington, D.C. (p 33)
6 Mar	National Executive Committee Meeting, Washington, D.C. (p 32)
12 Mar	CAP Briefing to Air Staff, Washington, D.C. (p 33)
3-5 Apr	National Congress on Aerospace Education, New Orleans LA. (p 21)
7 Jun	National Executive Committee Meeting, Maxwell AFB AL. (p 32)

4. Encourage and foster civil aviation in local communities.

5. Provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

SUPPORTING THE MISSION

Leadership

Under the inspiring leadership of Brigadier General Leslie J. Westberg, USAF, 389-05-6880FR, personnel of HQ CAP-USAF exerted renewed efforts to implement programs to increase interest among CAP members; establish new incentive programs; provide cadets with orientation flights; and maintain the level of participation in the International Air Cadet Exchange (IACE).

As Commander of HQ CAP-USAF, General Westberg directed a military unit composed of AF officers and airmen and Department of Defense (DOD) civilians which assisted in the daily operation and direction of CAP activities. He also served as National Commander of CAP. In this role, he was chief administrative officer of the nonprofit civilian corporation.

As General Westberg began his third year in this capacity, he said, "The importance of getting our cadets to a summer encampment cannot be overemphasized. This meaningful activity has a tremendous impact upon cadet retention, particularly for the first-time attendee. It can really boost a cadet's interest and enthusiasm and spur his participation in the cadet program. It is for this reason that first-time encampment attendance is being measured in the National Commander's Evaluation system this year."

Closing the CAP Communications Gap

General Westberg concluded, after attending many meetings and holding many discussions with members, that there existed a problem that he called the CAP Communications Gap. In order to solve this problem and close this gap a new idea developed. Beginning with the July 1974 issue of CAP NEWS, and continuing every second month thereafter, each member would get a four-page section in

the paper known as "The Bulletin Board." This special section was designed to take the place of the CAP Monthly Bulletin, the Safety Bulletin, the Communications Newsletter, and the Aerospace Education Newsletter. The Bulletin Board contained a brief official announcement from each of the staff sections of headquarters and was available to every CAP member.

General Westberg believed that the extra effort expended on this program would pay substantial dividends in getting "the word to the troops," provided every CAP member made an effort to use this material. He charged each commander to take this Bulletin section and discuss it with his other staff officers to determine its impact and what actions his unit might have to take. It was felt that the benefits of this program were unlimited, and with the support of each commander, each staff officer, and each member, there was no reason why this Communications Gap could not be closed for good.

General Membership

General membership in CAP showed an increase of more than 3,000 over the preceding year. This was due to an intensive recruiting program which was instigated and carried out by HQ CAP-USAF in conjunction with assistance by most of the units of CAP. Many units conducted extensive recruiting campaigns of their own. Many others sought to improve the retention status of their units. All of this added up to an increase in membership to a present figure of a total membership as of 30 June 1975 of 61,840 members (26,814 cadets and 35,026 seniors).

Business Memberships

The Business Membership total at the close of this historical period was 26. This was a drop since last year, but there was still a good representation from a cross section of the industrial and aerospace community. This drop was thought to be due to general economic conditions. There were 10 members who did not desire a business membership, but were willing to contribute to CAP.

Business Memberships were designed for members of the business community who desired to support CAP through annual membership subscriptions and contributions. Funds

from this source were used primarily in CAP's Emergency Services. They made it possible to equip CAP aircraft with electronic search equipment, thus enabling CAP to maintain its position as number one in aerial search capability in the U.S.

Key Personnel

Colonel John E. Blake, Vice Commander HQ CAP-USAF, retired 1 August 1974 and was succeeded by Colonel Charles E. Messerli.

Colonel Walter J. Riley, Jr., assumed duties as Chief of Staff on 21 July 1974. He was subsequently named Vice Commander on 6 June 1975 due to the illness of Colonel Messerli.

C H A P T E R T W O

O P E R A T I O N S

Abstract: CAP continued to be the largest civilian air search and rescue (SAR) organization in the U.S. (flew more than 80% of all SAR hours flown under the supervision of ARRS). Despite increased costs in fuels and maintenance, CAP continued to perform its mission. CAP was credited with the same number of lives saved (36) during the first six months of 1975 as during the whole preceding year.

GENERAL

Colonel James W. Shattuck continued to direct the affairs of the Deputate for Operations (DO). The four Directorates of this deputate were: Directorate of Current Operations (DOO); Directorate of Emergency Services (DOS); Directorate of Senior Training and Activities (DOT); and the Directorate of Communications (DOK). Personnel from DO made many field trips in the performance of their duties. Duties included meeting to formulate plans with such agencies as the Defense Civil Preparedness Agency (DCPA), Air Force Reserve (AFRES), Federal Aviation Administration (FAA), Aerospace Rescue and Recovery Service (ARRS), Extension Course Institute (ECI), Air University (AU), US Coast Guard (USCG), Aircraft Owners and Pilots Association (AOPA), and The Salvation Army.

DIRECTORATE OF EMERGENCY SERVICES (DOS)

CAP continued to be the largest civilian SAR organization in the United States (US). A study by personnel of DOS revealed that CAP units flew

more than 80 percent of all SAR hours flown under the supervision of ARRS. While CAP pilots and observers flew mercy missions and aerial SAR missions, CAP ground crews manned communications control center facilities and assisted in emergency relief work.

Search and Rescue

In conjunction with ARRS, personnel of DOS prepared a mission coordinator's management course which was distributed to all region liaison offices (RLO). Personnel from DOS attended joint sessions at ARRS Headquarters to assist in the development and writing of the course, which was designed to be taught by AF and/or CAP personnel to upgrade the capabilities of CAP mission coordinators.

A study by personnel of DOS revealed that CAP units flew slightly less during FY 75 than during FY 74. The following table shows these figures:

	<u>FY 1974</u>	<u>FY 1975</u>
Hours Flown	23,121.3	22,842.9
Sorties	12,257	12,186
Saves	36	49
Finds	179	230

Following is a breakdown by wings of SAR activities:

WING PARTICIPATION IN SEARCH AND RESCUE (USAF AUTHORIZED MISSIONS)

1 July 1974 through 30 June 1975

<u>State/Wing</u>	<u>Sorties</u>	<u>Hours</u>	<u>Saves</u>	<u>Finds</u>
Alabama	65	90.6	0	1
Alaska	804	1,615.0	14	58
Arizona	718	1,646.6	0	3
Arkansas	73	141.5	0	0
California	1,783	2,785.5	0	32

<u>State/Wing</u>	<u>Sorties</u>	<u>Hours</u>	<u>Saves</u>	<u>Finds</u>
Colorado	1,091	2,111.1	7*	20*
Connecticut	79	126.2	0	3
Delaware	7	7.9	0	2
Florida	968	1,574.3	0	5
Georgia	228	416.8	0	2
Hawaii	32	68.1	0	2
Idaho	53	82.6	6	6*
Illinois	19	36.6	0	2
Indiana	22	37.9	0	2
Iowa	90	168.4	0	2
Kansas	9	8.7	0	1
Kentucky	17	30.5	0	2
Louisiana	77	142.2	4	7
Maine	223	363.6	0	2
Maryland	28	55.5	0	0
Massachusetts	368	675.0	1	4
Michigan	86	227.1	0	1
Minnesota	75	163.3	0	2
Mississippi	31	76.3	0	2
Missouri	68	144.2	0	2
Montana	6	13.5	0	0
Nat. Capital	0	0	0	0
Nebraska	66	108.2	1	8
Nevada	345	704.6	0	3
New Hampshire	227	329.7	0	0
New Jersey	12	30.2	0	0
New Mexico	643	1,201.6	2*	5*
New York	93	176.6	0	5
North Carolina	275	486.2	0	3
North Dakota	27	42.2	0	4
Ohio	46	83.0	3	3
Oklahoma	41	72.9	0	0
Oregon	151	251.2	5	2
Pennsylvania	717	1,397.6	1	4
Puerto Rico	12	18.0	0	0
Rhode Island	36	64.9	0	0
South Carolina	143	292.7	0	2
South Dakota	99	219.7	0	1
Tennessee	225	382.0	0	1
Texas	667	1,501.9	0	8
Utah	514	1,134.2	0	6
Vermont	177	220.3	0	0
Virginia	166	282.9	1	3
Washington	87	167.6	0	2*
West Virginia	96	183.8	0	1
Wisconsin	145	299.9	4	4
Wyoming	156	382.0	2	4
TOTALS	12,186	22,842.9	49	230

* 2 saves shared w/another wg

* 1 find shared w/another wg

Disaster Relief

A memorandum of understanding between Civil Air Patrol and the DCPA was signed and became effective 22 November 1974. The signing took place at the Pentagon with Brigadier General Westberg, USAF, and Brigadier General Patterson, CAP, signing for CAP and Governor John E. Davis signing for DCPA. The memorandum of understanding called for cooperation at the national and regional level between CAP and DCPA. It encouraged cooperation at the state and local level between subordinate units of both organizations and placed emphasis upon written agreements between CAP wings and their respective state civil defense agencies specifically calling for coverage under State Workman's Compensation and reimbursement for CAP when engaged in state requested emergency services missions.

Other statistical data accumulated by DOS revealed that 10 CAP wings participated in AF-authorized disaster relief missions during this period. CAP resources expended and utilized were:

Mandays	1,986
Aircraft	22
Sorties	72
Hours	131
Vehicles	120
Communications Units	241
Power Units	18

These statistics resulted primarily from aerial reconnaissance, communications support and transportation of supplies, equipment and personnel in support of heavy flooding in Pennsylvania, Florida, Michigan, Indiana, and Wisconsin. Assistance was also rendered by the Oklahoma and Colorado Wings after snowstorms and the Nebraska Wing after a tornado.

CAP efforts on voluntary or other than AF-authorized disaster missions involved the Maryland, Illinois, and Washington Wings participating in four missions utilizing the following resources:

Mandays	25
Communications Units	10
Aircraft	5
Sorties	11
Hours	18.7

DIRECTORATE OF CURRENT OPERATIONS (DOO)

Command-directed personnel reductions took their toll in the directorate during this period. The position of the Chief of Flight Operations was deleted from the DO staff. The duties which were performed by the Chief of Flight Operations were shared by the Director of Current Operations and the Chief of Airlift Requirements.

Rental Aircraft Budget

As of 31 December 1974, 32 percent of the rental aircraft budget was expended. The year 1975 started with a major overhaul of the rental aircraft flight management program. A comprehensive regulation, CAP-USAF Regulation 60-2, was developed which was designed to be the single source of all procedures and policies pertaining to the rental aircraft program. The primary feature of the new regulation was the "events program" which removed the necessity for flying a set number of hours and concentrated on insuring proficiency by the accomplishment of a series of events. 2

HQ COMD USAF Inspector General (IG) and the AF Auditor conducted inspections of the aircraft rental funds management and the operations section. In both cases the section was found to be outstanding. No findings or adverse comments were made by either group.

T-29 Flight Utilization

The flying hours allocation for the T-29 fleet returned to normal levels for FY 75 and again supplied the majority of the airlift support for CAP programs. However, in November 1974, a DOD decision to eliminate the AF support aircraft fleet sounded the death knell for the T-29. A copy of the Chief of Staff/Air Force (CSAF) message which originated this action is located

in the classified files. As a part of the AF consolidation of support airlift resources, the five T-29 aircraft which were assigned to support the region LOs were retired and transferred to Davis-Monthan AFB, Arizona. In order to offset some of the loss of air transportation at the region level, the FY 76 rental budget request was increased to \$360,000. This represented a 100 percent increase over FY 75.

Flying

During this historical reporting period, this headquarters and the eight regions flew the following:

Passenger Miles	8,425,145
Hours Flown	3,021.7
Total Passengers	13,751

Airlift

The 1974 National Board Meeting was held in San Francisco, California, on 20 and 21 September 1974. Thirty military aircraft airlifted 844 CAP and HQ CAP-USAF participants to this activity. The drastic reduction in the USAF support aircraft fleet, including the five region assigned T-29 aircraft, left CAP with extremely limited military airlift resources. Considerable time was spent seeking alternate means of air transportation. In late March 1975 a briefing was presented to the Air Staff outlining the problems and requesting support. The briefing consisted of the narrative and 14 slides. The slides are on file at HQ CAP-USAF/XR. At the direction of the CSAF, a similar briefing was presented to the staff at Headquarters Military Airlift Command (MAC).

The results of the meeting with MAC were inconclusive. No airlift support was guaranteed, but HQ CAP-USAF personnel were told that all possible support would be given. The first two group movements using MAC support left much to be desired. Return transportation from the AF Academy Survival Course was not provided. Transportation to Cadet Officer School was provided, but notification was not given by MAC until very shortly before the airlift.

DIRECTORATE OF SENIOR TRAINING (DOT)

The percentage of senior members completing Level I training increased to 62 percent during this reporting period. This was an increase of 12 percent over the same time last year.

CAP Pamphlet 302, dated 1 August 1974, was developed 4 / and distributed to field units in September 1974. This pamphlet was a self-instructional programmed text on the functions of management. It stressed certain basic functions common to all areas of management; namely, planning, organizing, coordinating, directing, and controlling.

Production of a new Senior Member Training Program training aid, begun in the preceding historical period, was completed and the aid was distributed to CAP region and wing command units in December 1974. The title, "T.L.C. - The Lively Commander," was selected inasmuch as the package portrayed the taxing schedules of a CAP squadron commander in managing his unit. Proposed usage of this aid was multi-purpose; namely, (1) to recruit, orient, and motivate potential squadron commanders; (2) to enhance public/internal information; and (3) to pay tribute to, remotivate, and help train the hundreds of assigned and dedicated CAP squadron commanders. The complete aid consisted of 54 color slides (35mm) and an audio-tape narration, which 5 / was done professionally under commercial contract. Personnel contributing to the project were from DOT, OI, XR, as well as the Montgomery CAP Pete Peterson Senior Squadron and the Maxwell AFB CAP Cadet Squadron.

The contents of the 1975 edition of the Squadron Commander's Guide, CAPP 51, were expanded to incorporate 6 / additional useful information and statistics suggested primarily by users in the field.

A modular program, entitled CAP Squadron Meeting Agenda Suggestions, was prepared by personnel of DOT 7 / and forwarded to all CAP field units in March 1975. This document was designed to provide squadron commanders with a suggested meeting format, topical areas for coverage during meetings, and suggested local training subjects.

CAP Pamphlet 204, "Study Guide for Senior Program Officer," was revised, published, and distributed in 8 / February 1975 to update the training of CAP senior member training officers engaged in Level II training. The contents were also applicable to the Director of Senior Program at wing and Deputy Chief of Staff/Senior Program at region level.

CAP Pamphlet 150-2, "Senior Member CAP Orientation," 9 was revised and distributed in May 1975. This comprehensive training document was an integral portion of the Senior Member Handbook provided each new CAP senior member as part of their Level I training. It was written primarily for the new CAP senior member; however, it was made available to the general public with the hope that it would afford a better understanding of the national goals of the CAP Corporation and generate further interest and support within the ranks of the citizenry.

Senior Member Activities:

The seventh annual CAP National Staff College (NSC) was conducted at Maxwell AFB, Alabama, 4-9 July 1974. The 192 CAP senior member officers who comprised the student body exceeded the previous high for an NSC program by one member. The availability of base billets to support the NSC dictated half the academic curriculum be conducted on nonduty days (4-6 July). While not ideal, this scheduling did not adversely affect student participation. First-time instruction added to the curriculum included direct student involvement in CAP problem solving. The pre-NSC informational mailing to students included instructional data on problem solving and solution reporting. The USAFR and CAP NSC staff received an in-depth seminar on the theories of problem solving and reporting in addition to the pre-NSC training materials mailed to students. The 1974 NSC received a higher overall evaluation (70% rated it outstanding) than any NSC conducted to date.

Pacific Region Staff College - The first Region Staff College was conducted by the Pacific Region of CAP at Hamilton AFB, California 9-15 June 1974. Fifty-five students, representing five Pacific Region wings, completed the course. Plans were begun as far back as the March 1974 National Executive Committee Meeting at Maxwell AFB, Alabama. On 10 April 1974 a letter to the Pacific Region Commander stated that equivalency credit 10 / would be granted to attendees at that course. Approval was given for conducting a 1975 Pacific Region Staff College by letter to the Pacific Region Commander on 11 / 8 August 1974.

DIRECTORATE OF COMMUNICATIONS (DOK)

CAP Radio Stations

As of 30 June 1975, license records of CAP at National Headquarters reflected a total of 17,552 radio

stations. Of this total, there were 4,611 land stations, 6,980 ground mobile stations, 1,002 air mobile stations, 535 private aircraft stations, 787 aeronautical search and rescue land and mobile stations, 75 very high frequency (VHF) repeater stations, and 3,562 citizens band stations.

Corporate Aircraft Radio Fleet License

The five year fleet license which was issued by the Federal Communications Commission (FCC) expired in November 1974. The license was renewed for an additional 12 / 5 years. This necessitated reaccomplishing each of the 615 corporate aircraft radio licenses issued to the wings.

Annual National Communications Effectiveness Test (1975)

The National Communications Effectiveness Test for 1975 was conducted in accordance with National Headquarters CAP Operations Plan, COMMTEST 75, dated 10 April 1975, 13 / during the period 1500Z-1800Z, 10 May 1975. The purpose of this test was to evaluate the overall communications function of each CAP region/wing network control and effectiveness. Test participants included: National Headquarters CAP, all National Headquarters CAP radio stations, all region/wing headquarters primary and alternate radio stations and USAF-CAP region and wing liaison office stations. Particular emphasis was placed on inter-region relay operation tasking each region to originate and transmit priority test traffic to bordering and non-bordering CAP region headquarters. The overall effectiveness for this task averaged 60 percent with three of the eight regions attaining 100 percent.

Radioteletype

A request was sent to FCC in November 1974 to have the teletype mode of operation authorized for use on all 14 / of the CAP-assigned 4 megahertz (MHz) frequencies. This action resulted in the FCC release RM-2506 authorizing amendment of Part 87 to permit F1 emission (radioteletype) on all CAP 4 MHz frequencies.

Region Communications Effectiveness Tests

Eight individual annual communications effectiveness tests conducted on a no-notice basis were administered by National Headquarters CAP during the period 8-24 April 1975. Participating stations included: National Headquarters CAP, all region and wing stations, and all USAF-CAP region LO stations. Alaska and Hawaii Wings were excused from the test due to involvement in emergency missions. All tests were conducted during the period 1800-2100 local time. No major problems were encountered. Radio station participation for 1975 reached 25.9 percent of all licensed CAP land stations. This was a significant increase over region tests for 1974 which averaged 14.4 percent.

CAP Petition Submitted to FCC

In June 1975, a petition was submitted to FCC requesting a waiver of type acceptance requirements in obtaining licenses for Emergency Locator Transmitters (ELT) operating on test or training frequencies. This equipment played an important role in the training of aerial and ground rescue teams in electronic search techniques. The current major handicap was the FCC requirement for ELT test stations to be type accepted on the training and test frequencies. Most manufacturers of ELTs did not consider it an economical advantage to devote the necessary time and expense in applying for type acceptance on the training frequencies.

15 /

Communications Operations Procedures

CAP-USAF Regulation 100-1, "CAP-USAF Communications Operations Procedures," was rewritten and published in November 1974. This regulation was revised to include information that was previously contained in CAP-USAFRs 100-1 and 100-2. Chapter 8, "General Operating Instructions," was rewritten to include requirements for operator proficiency and tuning procedures for the KWM-2A radio.

16 /

Rewrite of Communications Tests

As a result of the update and revisions to CAP Manual 100-1, "Communications," the following communications tests had to be rewritten to include questions on the new information:

Radio Operator's Permit Test

17 /

Senior Communicator Test

18 /

Master Communicator Test

19 /Region LO Director of Communications Positions:

Resulting from a manpower reduction, the eight director of communications positions (AFSC 29353) for region LOs were deleted on 1 April 1975. With the loss of these positions, several alternatives for the future posture of the CAP-USAF and USAF-CAP command radio networks were considered. Since continued operation of both networks was vital to the mission of CAP-USAF and CAP, the decision was made that both networks would remain operational in their present configuration. To reduce the workload on region LO staffs, scheduled daily operations with HQ CAP-USAF and each RLO were reduced from two to one effective 2 June 1975. At the discretion of each region LO, appointed alternate stations were authorized to transmit message traffic direct to HQ CAP-USAF during the period 1300Z to 2100Z each normal duty day. Future operations by necessity had to be performed as an additional duty assignment to personnel at the region LOs. As of 30 June 1975, personnel filling the AFSC 29353 positions at the North Central and Rocky Mountain Region LOs were transferred to other assignments.

CHAPTER THREE

P E R S O N N E L

Abstract: Records of DCS/Personnel (DP) showed an increase in membership in both the cadet and senior member categories. HQ CAP-USAF was required to make continuing reductions in officer and airman slots. There was a sizeable increase in AF Reservists assigned to assist CAP. Reserve Officers attended seminars with emphasis placed on management techniques to provide a more viable force to assist CAP.

GENERAL

At the beginning of the period, HQ CAP-USAF DP was divided into four sections: the Directorate of CAP Personnel; the Directorate of Data Processing; the Directorate of Reserve Affairs; and the Directorate of Military Personnel. As a result of a HQ COMD USAF Manpower and Organization Review, HQ CAP-USAF lost personnel both in the headquarters and in the LOs. On 1 April 1975 the position of Assistant DCS/Personnel (Lt Col 7316) was eliminated. Two existing directorates were consolidated into the Directorate of Military Personnel and Reserve Affairs; and one MSgt 73270 position was eliminated.

Directorate of Military Personnel

Effective 1 July 1974, HQ CAP-USAF lost six officers and five NCO spaces. These losses were based on an in-depth examination of the HQ CAP-USAF mission, organizational framework, functional composition, and operating requirements and costs.

HQ CAP-USAF lost special category manning for enlisted positions effective 1 January 1975. Future positions were to be filled along with normal command requirements. Ten aircraft support personnel were lost in five of the CAP regions when the T-29 aircraft were withdrawn.

HQ CAP-USAF was required to make a strength reduction of 13 officers and 14 NCOs effective 1 Apr 1975. All of these losses were taken from the staff sections in headquarters. However, after a review of the impact statements, HQ COMD USAF allocated 11 of these slots back to HQ CAP-USAF. Most of these allocations were in lower grade categories than originally authorized for both civilian and NCO spaces.

In addition to the above losses, HQ CAP-USAF was required to reduce by one grade, the following:

Colonel.	1
Lieutenant Colonel	2
Major	17
Master Sergeant.	25
Technical Sergeant	1
Staff Sergeant	2
Sergeant	2

Directorate of Reserve Affairs

As of 30 June 1975, there were 858 AF Reservists assigned to the CAP Reserve Assistance Program (RAP). Following is a breakdown by region of assigned strength:

Northeast Region (NER)	168
Middle East Region (MER)	67
Great Lakes Region (GLR)	74
Southeast Region (SER)	78
North Central Region (NCR)	84
Southwest Region (SWR)	117
Rocky Mountain Region (RMR)	77
Pacific Region (PACR)	193

During this period, 8,059 mandays were utilized to support CAP. Among activities supported were Aerospace Education Workshops, CAP Wing Encampments, National Staff College, Cadet Officer School, SAR/CD Exercises, and various Reserve Seminars. Following is a breakdown of mandays utilized by HQ CAP-USAF and the RLOs:

Nat HQ	1,456	NCR	921
NER	1,399	SWR	698
MER	803	RMR	634
GLR	830	PACR	757
SER	561		

Directorate of Data Processing

During this reporting period the NCR Century 101 computer was installed with a minimum of difficulty. The conversion from 655 Disc System to 656 Disc was approximately 85 percent completed.

A new report for Senior Member Training was developed, thus reducing the number of reports for recorded Level II Specialties to one. The Aircraft Use Tax Report and Bad Check Listing have been automated for the Comptroller Shop. The bookstore processing has been changed from as-required to a daily basis. As a result of these implementations there has been a marked reduction in the workload of all concerned.

Directorate of CAP Personnel

During this reporting period, the civilian position of Director, CAP Personnel, was enlarged to absorb duties and responsibilities relevant to the CAP personnel area previously handled by the Assistant DCS/Personnel. This was necessitated by a manpower action eliminating the Assistant DCS/Personnel position and accompanying manpower space (Lt Col 7316). The addition of new functions and responsibilities to the civilian position necessitated a classification review by the Central Civilian Personnel Office, which resulted in an upgrade action (GS-9 to GS-11). Daily operations remained essentially unchanged during this period.

CHAPTER FOUR

A E R O S P A C E E D U C A T I O N A N D C A D E T P R O G R A M

Abstract: CAP continued to promote Aerospace Education by taking the lead in the National Congress on Aerospace Education; by continuing the junior high and senior high school textbook courses; by sponsoring college Aerospace Education Workshops; and by actively promoting the Cadet Special Activities. CAP also offered more than \$41,000 in education grants and scholarships to deserving members. Cadet Summer Encampments accommodated more than 7,000 CAP members. Forty-two military bases and 45 civilian installations hosted these cadets and their escorts. Some 4,000 CAP members participated in weekend bivouacs.

GENERAL

HQ CAP-USAF personnel from the Deputate for Aerospace Education and Cadet Program (ED) continued to pursue the goals set forth in CAP's congressionally-sanctioned aerospace education and cadet programs. CAP has consistently taken the leading role in furthering aerospace education among the youth of our nation. Its programs boast such graduates as astronaut Frank Borman and many others who have become useful and productive members of the USAF.

Of great significance during this period were the results of the 10 August 1974 meeting of the National Executive Committee (NEC), Civil Air Patrol. This committee decided that the CAP cadet program had to be changed so that more young people would be enticed to join and stay in the organization.

Although these decisions concerned only the cadet program, the inter-relationship of aerospace education and

cadet factors required the involvement of all ED personnel to effect the many changes to documents, letters, and bulletins necessary to comply with the NEC's desire for a "new program." The primary document to be rewritten was CAP Manual 50-16, "The Leader's Handbook for the CAP 20 / Cadet Program." The revision of this manual was printed in December and was ready for distribution on 1 January 1975. The revised manual contained several changes including those directed by the NEC. Among the most significant modifications were those pertaining to Phases III and IV, which provided the cadet with the option of pursuing an area of special interest in addition to his regular Phases III and IV requirements. Thus, this program would enable the cadet to receive practical training in CAP mission related skills while going through the cadet program. This document also affected the content of many other supportive type of publications, such as tests, cadet handbooks, and achievement contracts; therefore, it was necessary to revise and reprint these supportive publications. In addition, many articles were prepared for distribution to the field via CAP NEWS, special notices, letters, and bulletins. These articles were necessary to prepare the units for the many changes in the program and to instruct them on how to implement the changes.

Prior to undertaking this major revision of the cadet program, a charter containing specific instructions was requested and received from the National Commander. The first charter was revised at the request of the Chairman of the National Board and the final charter was issued in letter form on 10 September 1974. 21 /

National Congress on Aerospace Education (NCAE)

Mr. John V. Sorenson, DCS/Aerospace Education and Cadet Program, served as Chairman for the 1975 Congress on Aerospace Education which was held in New Orleans, Louisiana, 3-5 April 1975. The Congress was co-hosted by the State of Louisiana and Louis J. Michot, Louisiana State Superintendent of Education. Sponsors of this annual Congress were CAP, Federal Aviation Administration (FAA), National Aeronautics and Space Administration (NASA), and the National Aerospace Education Association (NAEA). The program for the Congress was written at National Headquarters CAP by HQ CAP-USAF personnel. Several biographies were 22 / written and included in this program--among them were the biographies of such notables as Grover Loening, aviation pioneer, designer, and consultant; Fred Haise, NASA astronaut; Max Fetty, Executive Director, Louisiana Educational TV; Billy Jack Long, Manager, Support Services, Rockwell International; and Edward W. Stimpson, President, General Aviation Manufacturers Association.

ED personnel provided support to the annual Congress which included the critical coordination necessary for the preparation of the agenda and numerous planning sessions culminating in many documents, printed handouts, and articles for the CAP NEWS. A roster of the Congress participants was prepared, reproduced, and sent to each attendee. 23 /

Aerospace Education Projects

During this reporting period, educational institutions had indicated plans to host 387 aerospace education workshops. This represented a gain of 26 projects over those scheduled during the previous period. A listing of the 1975 projects planned by the eight CAP regions were as follows: 24 /

<u>Region</u>	<u>Number of Workshops</u>
GLR	47
MER	51
NCR	70
PACR.	89
NER	22
RMR	35
SER	45
SWR	28
TOTAL	387

Aerospace Education Publications

The major item published as part of the aerospace education effort was "Your Aerospace World." This text was primarily a compilation and simplification of the aerospace information contained in the seven standard aerospace education texts which have been used by all cadets to fulfill their aerospace education requirements for Achievements 2 through 7. 25 /

CAP Form 80, "Aerospace Education Achievement Tests," was printed during this reporting period. It consisted of six 50-item tests which were used to evaluate the cadets' retention of aerospace subject matter near the completion of each Phase II achievement. 26 /

The revamping of the cadet program aerospace education materials required a rewrite of the end-of-Phase II aerospace education test. 27 /

During this period, personnel from ED produced and published "Aerospace Education, Games and Activities," a manual for the Elementary School. It was written to help teachers plan and present activities using aerospace as the vehicle for motivation. The intent was to render it adaptable to the unique needs of teachers in either self-contained classrooms or open-school settings. The techniques and materials utilized were not highly sophisticated nor difficult to secure, prepare, and execute. Their purpose was to provide motivation, reinforcement, and enrichment for the total learning experience. It was hoped that this manual would serve as a handbook to stimulate the teacher's own innate creativity. 28 /

The following publications were also produced and distributed by personnel of ED during this reporting period:

"Introduction to Civil Air Patrol," CAPM 50-1 and 29 /

"Aerospace Education Course Syllabus." 30 /

The "Leadership Laboratory Achievement Tests" booklet, CAPF 16-1, was also written and printed. This 413-item test booklet, covering the 15 achievements was rewritten to insure conformity of the questions included with the material contained in the newly revised "Leadership Laboratory Manual, CAPM 50-3, Volumes I and II. 31 /

32 & 33 /

The initial packet of an Aerospace Personality Series (APS) was produced and distributed in May 1975. The aerospace personality chosen for the first packet of this series was Amelia Earhart. The packet contained a guidance section with suggestions for research and activity projects, a brief narrative of Amelia's aerospace accomplishments and contributions, and six items for display on a bulletin board or in a classroom. Included were a large centerpiece fold-out featuring Amelia and her plane with patriotic background; maps, complete with legends, four of her most famous flights; and a somewhat larger and more detailed map of her last flight complete with a chronological listing of each checkpoint along her flight path until the time of her disappearance. The initial shipment of this packet to aerospace educators, Regional Directors of Aerospace Education, and others involved in aerospace education was extremely well-received, and the packet has been sent back for a second printing. A second packet in the Series, featuring General William (Billy) Mitchell, is currently being developed. 34 /

Brief discussions were held concerning the type of printed aerospace education materials that should be developed for use in secondary schools and as replacements for the seven-text unit. The preliminary decision reached was to develop a single-volume, hard-bound text which would be appropriate for grades 7 through 12. Furthermore, it was decided to begin work on the text soon after the closing of the 1975 Congress on Aerospace Education. Estimated time needed to complete this project varied from 18 months to two years.

Scholarships and Grants

The annual revision of CAPP 20, "CAP Scholarships and Grants," was completed and printed during December 1974. Over \$41,000 was awarded to CAP members in scholarships and grants for the 1975-76 academic year. Thirty-eight of these were scholarship renewals, ten were new four-year scholarships, and eighteen were one-year grants.

35 /

Cadet Program

CAPM 50-2, the "Cadet Handbook," was printed and distributed in January 1975. It was updated to reflect the changes incorporated into CAPM 50-16. The following pamphlets of special interest were developed: CAPP 50-16-2, "Medical/Dental Services;" CAPP 50-16-1, "Radio Communications;" CAPP 50-16-3, "Emergency Services;" CAPP 50-16-4, "Private Pilot-Airplane;" CAPP 50-16-5, "Private Pilot-Glider;" and CAPP 50-16-6, "Aerospace Education."

36 /

37 & 38 /

39 /

40 & 41 /

42 /

These manuals were printed during December 1974 and distributed to the field by 1 January 1975. The purpose of the Cadet Handbook was to give the cadet a concise explanation of the CAP program and help him to satisfy the program's requirements.

A handout for the National Board, "The Youth of Our Country," written by Lt Col Joseph W. Bendzinski, CAP, Commander, New Britain Cadet Squadron, Connecticut Wing, was edited and published by ED in September 1974. The New Britain Cadet Squadron was selected as CAP's Squadron of Distinction for 1973.

43 /

The "1975 Cadet Special Activities, Application and Selection" Brochure was published 5 October 1974 and mailed to all wings and regions to inform the cadets of special activities available to them.

44 /

CAPP-65, "The CAP Cadet Drill Team," was revised and CAPP-66, "National Cadet Competition, was produced as a companion pamphlet to aid wings, regions, and squadrons in conducting competitions and preparing for the national event.

45 /
46 /

A project, to be completed by 1 January 1975, was assigned to personnel of ED. This project entailed making a thorough search of all International Air Cadet Exchange (IACE) reports covering the past four years and noting problems peculiar to certain areas or countries as well as those which recurred on a regular basis. The project was completed and a brief summary was made of the findings for each of the twenty-two countries participating in the IACE. It was hoped that this project would result in the inclusion of measures for correcting or eliminating these problems in the new "IACE Guide for Participants."

47 /

This guide was produced during the first half of this period along with the "Guide for Hosting IACE." ED personnel also produced booklets describing the New York, Washington and San Francisco phases of the IACE. The New York and Washington booklets were produced in English, German, French, and Spanish.

48 /
49 & 50 /

The cadet program chart, "Civil Air Patrol Cadet Program Achievement Contract Specifications and Awards," CAPF 49, was revised and reprinted during January 1975. The revision of this chart was necessary to reflect the recently developed activities or special interest areas recently added to the program.

51 /

Cadet Special Activities

Steps were taken to initiate a national ranger training activity by developing other school sites in addition to the Pennsylvania Wing's Hawk Mountain facility.

Ten separate cadet special activities involving a total of 721 cadets at 35 locations were conducted during this period. A brief description of each activity follows:

International Air Cadet Exchange (IACE) - Conducted from 15 July-7 August, the IACE involved 199 CAP cadets, 32 escorts, as well as 193 foreign students and 36 escorts representing 22 countries.

Communications-Electronics Course (CEC) - This activity was conducted in two separate two-week courses held at Keesler AFB, Mississippi. A total of eleven cadets

participated in Class I from 9-24 July 1974, while 23 cadets participated in Class II from 24 July-8 August 1974.

Federal Aviation Administration Cadet Orientation Program (FAACOP) - Hosted by the FAA Academy at Will Rogers Field, Oklahoma, and Tinker AFB, Oklahoma, the FAACOP was held from 10-18 July 1974. Fifty-three cadets attended the course.

Space Flight Orientation Course (SFOC) - Jointly hosted by the Marshall Space Flight Center and Redstone Arsenal at Huntsville, Alabama, this activity had 52 cadet attendees. The program was conducted from 21-27 July 1974 by civilian personnel at the center.

Air Training Command Familiarization Course (ATCFC) - This program was held from 6-14 August 1974 at three sites. Twenty-one male cadets attended the course at Craig AFB, Alabama; 27 attended at Webb AFB, Texas; and 25 attended at Vance AFB, Oklahoma. The one-week program included academic study in aerodynamics of jet flight, ground school instruction, and flight simulator instructions. Altitude chamber indoctrination was also part of the program.

Air Force Logistics Command Orientation Program (AFLCOP) - Conducted from 17-25 July 1974, this activity was held at three locations. The course at Robins AFB, Georgia, included 22 cadets. Tinker AFB, Oklahoma, hosted 29 cadets and 27 cadets attended the course at McClellan AFB, California. The one-week course for male or female cadets, was designed to provide an insight into the support and logistics requirements of the USAF.

Medical Services Orientation Program (MSOP) - Sheppard AFB, Texas, was the site for the 1974 MSOP. Fifty-four cadets attended the course conducted from 20 July-7 August 1974. This one-week course was for male and female cadets and was planned and supervised by USAF instructors. It was designed to acquaint cadets with the various fields of medical services, both in the AF and civilian life.

National Drill Competition (NDC) - The National Drill Competition was held in Dallas, Texas, from 24-27 October 1974. One team from each region, composed of 18 regular team members, a drill captain, and two alternates, participated in this event which consisted of three areas of competition; (1) drill competition, (2) physical fitness competition, and (3) cadet bowl academic competition. A winner and runner-up trophy were presented in each competitive area and a sweepstake trophy was awarded for the best overall performance in all three events.

Wings which participated in the competition were: NER - PA; MER - NC; GLR - MI; SER - PR; NCR - MN; SWR - TX; RMR - CO; PACR - WA. Winners of the three categories were: Drill Competition - PR; Physical Fitness - CO; Cadet Bowl Competition - NC. NC also received the sweepstakes trophy as the best overall team.

Air Force Academy Survival Course (AFASC) - Sixty cadets attended this event which was held at the AF Academy 21-25 June 1975. The program was designed to train CAP cadets in techniques of survival which someday might save their lives--or someone else's--should they ever be subjected to the extreme emergency situations that could arise during search missions.

Cadet Officer School (COS) - Air University (AU) at Maxwell AFB, Alabama, hosted 166 cadets for this event from 20 June-2 July 1975. HQ CAP-USAF personnel were assisted by 21 Reserve Officers in conducting this, the largest class yet at COS. The course was designed to produce more effective CAP cadet officers and to prepare them to assume additional positions of leadership in CAP programs.

Christian Encounter Conferences (CEC) - Chief of USAF Chaplain Sponsored Christian Encounter Conferences during this period were again made available to CAP cadets and senior member escorts. Location and participation were as follows:

<u>Date</u>	<u>Location</u>	<u>Number Attending</u>
8-12 Jul	Squaw Valley CA	7
8-12 Jul	Silver Bay NY	45
10-14 Jul	Estes Park CO	6
15-19 Jul	Ouachita University AR	8
15-19 Jul	St. Olaf's College MN	19
22-26 Jul	Whitworth College WA	35
22-26 Jul	Lake Yale FL	11
5-9 Aug	Mo Ranch TX	12
29 Aug-2 Sep	Ridgecrest NC	30
14-16 Mar	Camp Kalani, Oahu HI	27*

*The Christian Encounter Conference held by the Hawaii Wing was the first of its type to be held by that wing.

Other Cadet Activities - More than 7,000 CAP members attended summer encampments at 42 military bases and at 45 civilian installations. These encampments, from 7 to 14 days duration, enabled CAP cadets and senior members to actually live in a military environment while participating in day-to-day activities on the military installations. Those civilian facilities hosting CAP members were required to meet certain criteria in order to qualify. A survey indicated that this program was a key factor in retention, which has been a major problem in CAP for the entire youth program. Personnel at National Headquarters expected this program to have increasing importance, since the country has entered a no-draft period.

It was also estimated that more than 3,000 cadets participated in weekend bivouacs, many of which were held on military installations. More than 1,000 senior members acted as escorts, advisers, and counselors during these bivouacs.

Awards

Cadet of the Year - All unit commanders, wing and region commanders, wing and region LOs, project officers, and escort officers were eligible to make recommendations for this award, based on their knowledge of the cadet. The selected names were submitted to personnel of ED. ED then narrowed this list down to three of the most outstanding cadets, based on the records. These three were then submitted to the commander of HQ CAP-USAF and he chose Cadet Colonel Donald E. Parman of Roseville, Michigan, as the Cadet of the Year. Cadet Parman was a member of the South Macomb Cadet Squadron.

Brewer Award - Criteria for this award are set forth in CAP-USAF Regulation 900-7 and CAPR 900-7. Only three Brewer awards have been made each year. Each wing commander could nominate one person from each of the three categories--cadet member, senior member, and outside individual. Wing commanders then submitted these nominees to the RLO who selected one in each category for the region. A committee at ED made the final decision based on the inputs from the field. Their choices for this reporting period were as follows: Cadet Member - C/2 Lt Craig Johnson of the Minnesota Wing; Senior Member - Lt Col James R. Oliver of the Louisiana Wing; and the Individual Award was given to Dr. K. Bealer Smotherman, Professor of Education at Middle Tennessee State University, Murfreesboro, Tennessee.

Squadron of Distinction - Personnel of ED established criteria for selecting the Squadron of Distinction. This involved all phases of the cadet program (contracts completed,

Mitchell Awards won, cadets attending summer encampments, cadets chosen for special activities, etc.). Other contributing factors included were: The squadron must have at least 25 members; must give orientation flights; must have been the recipient of other awards; and must have progressed in the cadet program in an exemplary manner. All CAP units were rated against these criteria to determine the top ten, and then one was chosen for this honor, and presented a cash award of \$500. The winner for the period was the New Britain Cadet Squadron of Newington, Connecticut.

Audio-Visual Communication Division (EDV)

Both diversification and volume continued to be appropriate descriptions for the activities in EDV. Personnel of EDV completed the following projects during this historical period:

Briefing slides	35
Ma-type exhibits for National Executive Committee and National Headquarters	2
Briefing charts	40
Artwork for IACE including designs, emblems, route map, and letterhead	6
Designs and layouts for special presentations	14
VU-graph presentations	68
Illustrations	83
Special presentations	20
Organization charts	77
Pamphlets	4
Newspaper art	7
Cover designs	5
Lettering (certificates, desk signs, headings, etc.)	218
Portraits	8
Posters	4
New certificates	4

In addition to the above, EDV also prepared the design and layout for the CAP 1975-76 Calendar. They accomplished all the artwork, paste-ups, and layouts for the publications listed in the Aerospace Education Publications sections of this history. EDV prepared artwork on the Annual Report to Congress, 1975 Annual NCAE, Congressional Dinner, and Aerospace Education Games and Activity Pamphlet, Aircraft Accident Study, National Board Meeting and Banquet, book jacket cover for the Directorate of Information and a map of the Washington, D.C. area for IACE.

Briefing to Assistant Secretary of AF (Manpower and Reserve Affairs)

At the suggestion of Dr. James P. Gilligan, Deputy Assistant Secretary for Reserve Affairs, and with the concurrence of Dr. David P. Taylor, Assistant Secretary of the AF (Manpower and Reserve Affairs), a briefing was given Dr. Taylor in his office on 18 December 1974. The 20-minute briefing, which consisted of a narrative and charts, had two specific purposes: (1) to brief Dr. Taylor on the mission, structure and importance of CAP and its relationship to the USAF, and (2) to show concern to Dr. Taylor for the cuts made over the past one and one-half years in USAF-CAP personnel serving CAP at HQ CAP-USAF and in the LOs.

52 /

It was pointed out to Dr. Taylor in the briefing and in the question and answer period that the USAF should make a decision whether or not to continue to support CAP. If such support was to continue, extensive manpower reductions in HQ CAP-USAF should be avoided. Dr. Taylor was receptive and complimentary toward the briefing.

Key Personnel

Lt Col Gale L. Haskins reported on 26 July 1974 to assume duties as Director of Cadet Programs. He replaced Lt Col Donald R. Hayes who was transferred to Dyess AFB, Texas, on 7 June 1974.

Mrs. Patricia Smithson reported to work as Editor of Editorial and Curriculum on 15 July 1974.

CHAPTER FIVE

P L A N S A N D P R O G R A M S

Abstract: The Plans and Programs Directorate (XR) of National Headquarters was faced with four major projects during this period. They assumed the responsibility of coordinating activities for the National Board Meeting and the annual National Convention and the preparation and distribution of the annual "Report to Congress." XR also was Office of Primary Responsibility (OPR) for CAP's Congressional Dinner and the National Commander's Evaluation. XR also published and distributed minutes of the National Executive Committee (NEC) Meetings. The NEC is the governing body of the CAP Corporation.

CAP National Board Meeting

As OPR for the annual CAP National Board Meeting and National Convention, Plans and Programs selected the site one year in advance of the meeting; coordinated with the hotel convention manager for room reservations, meeting rooms, and banquet facilities; prepared the operation plan, which assigned responsibilities to other HQ CAP-USAF staff agencies for support of this activity; solicited agenda items, prepared and distributed the agenda thirty days prior to meeting date; served as floor manager during the National Board Meeting and prepared and edited the minutes of the National Board Meeting.

53 /

The 1974 CAP National Board Meeting and the annual CAP National Convention was held in San Francisco, California, on 20-21 September 1974. Over 1,400 CAP members registered for the affair at which CAP Brigadier General William M. Patterson was elected to his second term as National Board Chairman.

CAP National Executive Committee (NEC) Meetings

The NEC was the corporate policy-making body when the National Board was not in session. XR was project office for the quarterly NEC meetings. In this capacity, XR was responsible for soliciting agenda item inputs, preparation and coordination of the agenda and distribution to NEC members thirty days in advance of meeting date. For meetings held on Maxwell AFB, Alabama, and at locations in other cities, XR coordinated and arranged billeting, transportation, feeding facilities and prepared meeting rooms; served as floor manager during the meeting, and prepared, edited and distributed minutes of National Executive Committee meetings.

Annual Report to Congress

CAP was required by Public Law 476 to annually provide Congress with a report of its activity for the preceding calendar year. As project office for the annual report, XR personnel gathered materials and information from the various staff agencies and other sources, wrote and edited the narrative, selected black and white and color photographs to be used, prepared the layout, and supervised the printing and distribution of the 10,000 copies of the report to national, regional, state and local governmental, business, civic, educational, military, and religious leaders in addition to members of Congress. This comprehensive report covered all aspects of the CAP program and was considered to have been the best report yet published as evidenced by the following comment from Raymond S. Webster, Special Assistant to Deputy Assistant Secretary of the Air Force for Reserve Affairs and Education, "I have seen many corporate annual reports over the years and this is one of the most outstanding and professionally done reports it has been my pleasure to read. It provides me with a far greater appreciation of the Civil Air Patrol of which I have been an admirer for as long as I can remember."

54 /

CAP Advisory Panel

The Chief of Air Force Reserve was given responsibility for conducting these annual meetings. XR was CAP and HQ CAP-USAF project office for the CAP Advisory Panel meeting that was held in Washington, D.C., on 5 March 1975.

XR selected agenda items from the CAP leadership and HQ CAP-USAF staff and submitted them to the Chief of Air Force Reserve for inclusion in the formal agenda. Representatives from CAP, HQ CAP-USAF, HQ COMD USAF, AU and ARRS attended.

The following subjects were briefed by CAP-USAF and later discussed: Air Force Support of Cadet Encampments, Escalated Costs of the IACE, Airlift, the CAP Supply Bill Amendment, and CAP Recruiting and Retention. General David C. Jones, USAF Chief of Staff, participated in the meeting and acknowledged Civil Air Patrol's contributions and potential to the nation as part of the United States Air Force team. General Jones requested that Brigadier General Leslie J. Westberg, National Commander of CAP, brief his staff on CAP support requirements.

55 /

Briefing for General David C. Jones, USAF Chief of Staff and the Air Staff

As the CAP-USAF project office for this briefing, XR coordinated the preparation of the presentation with other CAP-USAF staff agencies.

The briefing on CAP Support Requirements was presented on 12 Mar 1975 by Colonel Charles E. Messerli, CAP-USAF Vice Commander. As a result of this briefing, a message from General Richard H. Ellis, Vice Chief of Staff of USAF, was sent to all major air commands asking for a close association with individual CAP units and renewed emphasis on support of CAP programs.

56 /

57 /

CAP Congressional Dinner and Reception

At its March 1974 meeting, the CAP NEC decided to hold a Congressional dinner during March 1975. As project office for this activity, XR made arrangements with the Rayburn House office building catering service for the dinner, and worked in conjunction with Congressman Wolff and his CAP aide in selecting the date of 5 March for this function. XR coordinated work with all 52 CAP wing commanders in preparation of personalized invitations from them to each representative and senator from their states; served as office for acceptances of RSVPs; notified wing commanders of acceptances as received; made a telephone follow-up with the office of each representative and senator two weeks prior to meeting date of dinner; coordinated airlift for CAP-USAF personnel and CAP wing commanders; coordinated hotel room arrangements for attendees; prepared an oral annual report to Congress for presentation by the Chairman of the CAP National Board; and prepared remarks

and citations for award ceremonies conducted during the dinner. The Congressional Dinner and Reception, which was held in the Rayburn House office building on the evening of 5 March 1975, was attended by 84 Congressmen and/or their representatives, 104 CAP members, 18 invited guests, including General Jones, Chief of Staff of Air Force, and 13 CAP-USAF personnel.

National Commander's 1974 Evaluation of CAP Wings

The evaluation program provides a uniform method of evaluating wing progress and achievement and serves as a management tool for commanders in that it shows both deficiencies requiring command action and progress deserving recognition. As project office for the Commander's Evaluation, XR provided a monthly feedback report of data to each CAP wing commander; a semi-annual progress report showing achievement in each of the 24 evaluating items and a year-end report showing total achievement of all 52 wings in the 24 evaluation areas, with wings rated from 1 through 52 based on total accomplishment.

On 18 February 1975, personnel from XR published the "National Commander's Evaluation of Civil Air Patrol Wings," 1974 Report. This report placed the Mississippi Wing in the number one position in wing relative standings. The Southeast Region earned the number one rating in the region competition. 58 /

1975 Criteria for the National Commander's Evaluation

The Commander's Evaluation Criteria was reviewed annually and revised as required; point weights of individual items were assigned and adjusted as required for command emphasis. As project office for this function, XR solicited recommendations from liaison personnel and CAP-USAF staff agencies for consideration in the annual review and revision of the evaluation criteria. These inputs were evaluated and presented to the Commander, CAP-USAF for his final determination as to the makeup of the revised criteria for the following year. The 1975 criteria was finalized on 27 December 1974 for release to the field in early January 1975. This revised criteria was comprised of the same 24 evaluation areas as attended in the 1974 criteria, but with variations in concepts in emphasis. 59 /

Liaison Officer (LO) Training

LO Orientation Training was conducted periodically at HQ CAP-USAF for newly assigned LOs, liaison non-commissioned officers and headquarters staff personnel. These three-day training sessions consisted of program briefings, office visits and a seminar session. As project office for this function, XR conducted an Orientation Training session, which was held at the headquarters on 8-10 October 1974. XR personnel coordinated transportation and billeting arrangements for attendees, developed the training schedule and monitored and managed the entire three-day activity to insure compliance with the schedule for the most productive results. In addition to conducting the Orientation Training, XR as OPR, developed and maintained current, the "Liaison Officer Handbook" which was provided to all new personnel as a supplement to the LO Training Program.

CHAPTER SIX

CHAPLAINCY ACTIVITIES

Abstract: Despite heavy losses in personnel (one colonel, one major and one master sergeant), the Staff Chaplain (HC) continued to supervise the spiritual activities of CAP. Over 200 CAP members attended Christian Encounter Conferences in 10 states. One of the highlights of the Chaplaincy was the National Chaplain Committee meeting in conjunction with the National Board Meeting in San Francisco 20-21 September 1974. The point system was changed in the National Commander's Evaluation of Chaplains. CAP Sunday was observed December 1.

GENERAL

As of 1 April 1975, the USAF manning of HC was officially reduced by one colonel, one major and one master sergeant. Personnel in excess of this allotment were to be carried as overages until their scheduled departure, which was as follows: colonel - 31 May 1975; major - 15 July 1975; and master sergeant - 31 May 1975. The remaining colonel slot would be reduced to a lieutenant colonel slot. This severe manpower reduction would necessitate a complete review of all areas of activity of HC so that the optimum workload could be determined.

Christian Encounter Conferences (CEC)

Two hundred CAP members attended CECs at 10 different sites. The CECs, sponsored by USAF, were arranged in conjunction with the AF Chief of Chaplains. These week-long sessions were held during the summer in the States of California, New York, Arkansas, Colorado, Minnesota, Washington, Florida, Texas, North Carolina and Hawaii.

National Chaplain Committee Meeting

The annual National Chaplain Committee met in conjunction with the CAP National Board 20-21 September 1974 at the St. Francis Hotel in San Francisco, California. One hundred clergy were represented from all parts of the nation. The highlight of the meeting was a noon luncheon on Friday, 20 September 1974, in which the National Commander, National Board Chairman, Vice Chairman, and all CAP generals were in attendance along with all region commanders and wing commanders of chaplain award recipients. The keynote speaker was Chaplain, Major General, Henry J. Meade, Chief of Chaplains, USAF. A report of the "National Chaplain Committee Meeting" was prepared by personnel of the National Chaplaincy.

60 /

Outstanding Chaplain of the Year Award

HC selected CAP Chaplain, Major, Alvin J. Stewart of the Mayaguez Senior Squadron, Puerto Rico Wing, as the recipient of the Thomas C. Casaday Unit Chaplain of the Year Award for 1974.

National Commander's Evaluation of Chaplains

Effective 1 January 1975, the Chaplain point system in the National Commander's Evaluation of CAP Wings changed from 300+ points (120-manning, 120-reporting, 60-activities, plus 5 bonus points for each newly appointed chaplain and 2 bonus points for submitting quarterly report on time) to 1000+ points, broken down as follows: Manning (possible 400 points), Reporting (possible 400 points), Activities (possible 200 points for each newly appointed chaplain and 10 points if the wing consolidated chaplain report is postmarked by the due date as outlined in CAP Regulation 265-1). The minimum acceptable standard in the rating system was still 65 percent (now 650 points), and the ratings will be figured quarterly (in January, April, July and October). The annual rating would be based on the four quarterly point evaluations for the previous year. Points would be computed in the National Chaplain's office as submitted on CAP Form 34, Chaplain Quarterly Report; and quarterly and annual compilations would be provided XR at this headquarters.

Values for Living

Four USAF Reserve chaplains were assigned to active duty at this headquarters from 2-20 June 1975 to prepare new material for the CAP moral leadership program, "Values for Living." The brochure, the fourth in a series, was based on the AF Chief of Chaplain's theme for the Bicentennial Year, "We, the people...." The 15 topics selected and written by the chaplains gave every indication of being the best edition so far. Reserve chaplains who performed this service were: Lieutenant Colonels Frank H. Ebner and Christian J. Thearle and Captains Peter Esterka and John O. Lundin. The brochure was designed to offer some guidance to individuals seeking a good set of values for daily living.

61 /

Other Chaplaincy Activities

The CAP Chaplaincy recruiting brochure entitled, "What is it all About?" was reprinted in August 1974. The revision included over 30 address changes for ecclesiastical endorsing agencies, and incorporated new procedures for mailing CAP Form 35 applications directly to HC with a copy to the wing commander concerned.

62 /

The expansion of the CAP chaplains' radio net and reappointment of a national chaplain radio coordinator was given greater emphasis during this period.

CAP Sunday was observed on 1 December 1974 in CAP units and home parishes of CAP chaplains and visiting clergymen. This annual event was set aside for the first Sunday in each December to celebrate the founding of CAP on 1 December 1941.

CHAPTER SEVEN

DIRECTORATE OF INFORMATION

Abstract: The efforts exerted by personnel of the Directorate of Information (OI) in recruiting and retention began to show favorable results by an increase in both cadets and senior members. Paper costs began to level off, but a cutback in materials was still in demand. A cut in the corporate budget forced CAP NEWS to go on a bi-monthly basis. Instigation of The Bulletin Board in CAP NEWS saved paper in most of the other staff agencies. Despite a manpower cut, OI continued to carry on its workload.

GENERAL

Personnel of OI continued their efforts to effect plans designed to acquaint the general public with CAP's mission, despite a severe cut in manpower. The Management Evaluation Team (MET) from HQ COMD USAF cut OI by one staff sergeant and one captain.

The recruiting and retention efforts began to bear fruit by showing an increase in both senior and cadet members.

The increase in the price of paper stock continued to be a problem; however, efforts were made to use single spacing and both sides of paper on which materials were printed.

Brochures and Leaflets

Accelerated efforts toward recruiting, due to the steady decline in membership, placed an even greater demand on OI for information materials. Most units were spurred into recruiting drives, thus necessitating many more materials to be used as handouts. The costs of

paper stock forced personnel of OI to come up with ideas for cutting the amount of paper stock used and the types of materials produced.

More than 20 leaflets and information brochures were designed or revised during this period. Nearly one million of these were distributed through the more than 2,000 units, mostly for recruiting purposes.

OI also responded to approximately 3,000 letters from pre-teen and teen-age youth, many in foreign lands, seeking information about the USAF and CAP.

Exhibit

The CAP exhibit consisted of 15 panels with photographs and a center screen for a self-operating projector at the rear, which depicted the CAP story on color slides. The photographs were updated and larger pictures were made. Constant wear and tear from shipping through the mails and setting up at various locations took its toll on the exhibit. There was a constant need to replace the panels and photographs. The OI exhibit was in constant demand by the various wings and units of CAP and spent most of this period on the way to or from some location where it was used.

Summer Activities

The increased interest in cadet and senior summer activities placed a greater demand for news and photographic coverage on personnel of OI. Special stories and photographs were submitted to editors and writers for many of the aviation and teen-age oriented publications. A number of publications wrote and called in to OI expressing an interest for a feature story on some phase of CAP. These inquiries received full support from OI personnel and questions were answered and photographs were supplied where available. OI personnel requested clippings from those making these requests, but few answered; therefore, an accurate accounting of the results could not be attained.

In addition to the above, more than 150 news stories were prepared and distributed to some 200 different sources throughout the nation.

Letters to Governors

A continuing activity of OI was the "Letters to Governors" Project, designed to acquaint the governor of each state with the activities of CAP in his respective state. These letters were written to a newly inaugurated governor, or to the incumbent governor when a change of wing commander was made in his state. Each letter included data on the number of CAP units in that state, membership (both cadets and senior members), the number of rated pilots, the number of aircraft (corporate-owned and privately-owned), the name and address of the wing commander, and a brief summary on the status and performance of the CAP wing in the state concerned.

Unit Information Programs

Another important function of the OI was the monitoring of the information programs at the unit levels of CAP. OI guided and supported the thousands of CAP unit information officers (IO) across the nation, most of them amateurs and all of them volunteers.

Personnel of OI continued to encourage the use of the Information Officers' Course, which had been designed and taught by personnel of OI, and had been sent to each region LO.

Another duty of the personnel of OI was to continue to update and distribute the Information Officers' Handbook (CAPM 190-1).

CAP NEWS

OI continued to publish CAP NEWS and distribute it nationwide to some 61,000 members and subscribers. In Mar 75 the NEC cut the CAP NEWS annual budget in half. Because of this, the CAP NEWS would be published on a bi-monthly basis beginning July 75.

The increased cost in paper stock without an increase in fiscal allotments caused much concern in HQ CAP-USAF's ability to "get the word" out to the field. It was decided that a new double page, back and front, section would be placed in the CAP NEWS and it would be called "The Bulletin Board." This eliminated many of the regular monthly publications by other staff agencies.

Through the use of several articles, the Commander's Column and the Board Chairman's Column, the CAP NEWS urged its readers to conserve fuel, implement safety regulations, encourage recruiting and develop a strong retention program.

Recruiting and Retention

In September 1974, OI devised and distributed CAP Pamphlet 11, "Civil Air Patrol Recruiting Guide." It was designed specifically for the Unit Recruiting Officer and was distributed to provide him with the basic techniques and methodology used by the proficient recruiter.

63 /

Photographic Production

The concern with recruiting and retention and the accelerated activities in both senior and cadet activities caused an increase in some portions of the workload of the photographic laboratory. There was a decrease in the number of work orders (131 as compared to 219 for last FY); however, some of the requirements increased. Following is a breakdown of the workload for this period:

Color slides (35mm, mounted)	1,837
Prints (8 x 10)	668
Prints (5 x 7)	2,130
Prints (4 x 5)	96
Black and white film exposures	2,334

In addition to the above, OI also fulfilled the requirements of AFR 95-6, "Still Photographic Documentation," adding some 40 photographs (8 x 10 B/W Glossy) to the workload of the Photographic Laboratory.

Radio, Television and Pictorial

A tape of CAP radio spots was produced and distributed to more than 2,000 radio stations across the nation. Two television spots were also produced for distribution to some 600 commercial and educational television stations in all fifty states.

Two preproduction meetings between personnel of OI and HQ AAVS were held for proposed feature film, "Always Vigilant," SFP 2249. Outline was tentatively approved.

Other Projects of OI

CAP News Service - OI continued to publish and distribute the monthly CAP News Service, which consisted of four stories that could be used by the unit IOs with their local media. Due to the paper shortage this publication continued to be one page printed on both sides.

IACE Fact Sheet - OI produced and distributed a new fact sheet on the IACE. This pamphlet consisted of a brief history of the exchange and listed the number of countries participating and the states hosting the students from these countries. It also listed the number of American cadets who were privileged to participate in this most-sought-after of all cadet activities. 64 /

Humanitarian Services Pamphlet - 1974 - Personnel of OI updated and revised the SAR Fact Sheet. By adding photographs and changing the name to Humanitarian Services, OI was able to produce a more prestigious pamphlet. This publication gave a brief history of CAP's SAR activities, and activities during the past year--showing sorties flown, hours flown, saves and finds in each wing. 65 /

CAP's 33rd Anniversary - OI also prepared and distributed the 33rd anniversary kits. All unit commanders and IOs were urged to use them as suggested. This kit contained sample news releases, proclamations to be signed by the mayors of the various cities, announcements, cartoons, and radio and television spot announcements. Unit IOs were encouraged to retype these materials and send originals only to the media in their areas. 66 /

Business Member Newsletter - Personnel of OI designed and produced the Business Member Newsletter. This folder was created especially for the Business membership to show them how their contributions were being used. It placed particular emphasis on saves and finds by CAP units. Articles in this folder revealed instances where ELTs were instrumental in accomplishing a save; where communications played the leading role in saves; and how ground search teams operated to effect other saves. 67 /

Key Personnel

Captain James H. Ragan was transferred PCS to Bolling AFB, D.C., 13 May 1975 and Mr. Frank O. Lowry assumed duties as Chief, Internal Information in the Directorate of Information.

CHAPTER EIGHT

ACTIVITIES OF OTHER STAFF AGENCIES

Abstract: Inspector General (IG) inspection teams conducted 36 general inspections and the eight RLOs inspected 17 wings and 17 wing LOs. IG processed a total of 51 complaints and inquiries. CAP-USAF experienced no aircraft accidents or incidents during this period. The Judge Advocate (JA) conducted the annual state appropriations survey and found that for the second straight year state donations to CAP exceeded one million dollars. The operating budget showed 100 percent utilization for FY 75. AF transferred excess property to CAP at an acquisition value of over 9 million dollars. Logistics (LG) was responsible for monitoring some 725 corporate aircraft, in excess of 3,000 motor vehicles and in excess of 17,000 radios.

INSPECTOR GENERAL (IG)

Early in this reporting period, IG was tasked to provide inputs to HQ COMD USAF for their use in developing Command Manpower Standards for Inspection, FC 103X. Final report from HQ COMD USAF recommended the increase of one space in the office of the IG by realigning the MSgt 29373 authorization from FC 1820 Telecommunications. HQ CAP-USAF agreed with the proposed increase in authorized positions, but could not concur with the recommended transfer of the position from DO as that particular position had already been lost as a result of the HQ COMD USAF MET evaluation conducted in January 1974.

In October 1974, a summary was compiled from a review of 13 general inspections of CAP wings conducted in FY 74. Review revealed five functional areas (aero-space education, chaplain, inspection, operations, and senior program) were evaluated as less than satisfactory in approximately one-half of the wings inspected. It was noted that in many instances inadequate manning was a definite contributing factor. Functions staff heads were not appointed, incumbents had insufficient time to devote, or not enough personnel were appointed to administer program elements. Unfamiliarity with and failure to follow prescribed procedures also detracted from mission effectiveness. This summary was provided to CAP region and wing commanders requesting that they continue recruitment and training efforts to insure staff positions were manned with highly qualified personnel. They were also requested to place special emphasis on insuring that all personnel were familiar with content and intent of CAP directives, and that they follow established policies and procedures. 68 /

IG personnel revised and published CAP-USAFR 123-1, "General/Staff Supervisory Inspections of USAF-CAP Region and Wing Liaison Offices," dated 13 September 1974 69 / and CAP-USAFR 123-2, "General/Staff Supervisory Inspections of Civil Air Patrol Wings," dated 13 September 1974. 70 / These regulations established policies and procedures for inspections of these units. Personnel of IG also revised and distributed CAPR 123-1, "The Civil Air Patrol Inspection Program," dated 3 October 1974, and CAPR 123-3, "General/Staff Supervisory Inspections of Civil Air Patrol Wings," dated 4 December 1974. 71 / These revisions generally updated texts; changed the frequency 72 / of inspection, rating terminology, and report format; and deleted the requirement for inclusion of CAP-USAF Forms 41 and 41A and CAP Form 40 in inspection reports.

CAPM 123-1, "Inspection Handbook," dated 6 November 1974, superseded the old CAP Inspector's Handbook. 73 / The new manual provided detailed guidance on the CAP Inspection Program, streamlined program requirements, and provided detailed checklists for use during inspections.

Checklists for inspection of CAP wings and USAF-CAP region and wing LOs were revised, expanded, and upgraded. Members of the inspection team conducted 36 general inspections (3 region LOs, 17 wing LOs and 16 CAP wings) during this reporting period. The eight Region LOs inspected a total of 17 wing LOs and 17 CAP wings.

An evaluation (quality and effectiveness) inspection was conducted of the CAP-USAF/IG team by the HQ COMD USAF/IG on 13-15 February 1975. During this period, the CAP-USAF/IG was conducting a general inspection of the USAF-CAP Middle East Region LO, the National Capital Wing LO, and the National Capital Wing. The HQ COMD USAF evaluation was satisfactory with several favorable comments. HQ COMD USAF/IG inspected HQ CAP-USAF on 18-20 February 1975. The inspection report stated, "HQ CAP-USAF was performing its mission in an excellent manner. It was one of the best managed organizations observed during the past three years by the HQ COMD USAF/IG." Some minor compliance deficiencies were noted in administration, logistics, and personnel, but no major problems were found.

CAPR 123-2, "Grievances and Investigations," was revised and published by personnel of IG on 5 June 1975. 74 / This revision defined requirements for grievance hearings, added a requirement for unit commanders to acknowledge written complaints within seven days of receipt, provided guidance in event an investigation revealed a possible criminal offense, and updated other parts of the text.

Twenty-six congressional/executive inquiries and 25 complaints were processed during this period. Of these, four were USAFR, one USAF, two USAF administrative inquiries, and the balance CAP.

Key Personnel

Major Louis W. Shehi assumed duties as Director of Inspections on 31 January 1975.

DIRECTORATE OF SAFETY (SE)

During this reporting period, CAP-USAF experienced two private motor vehicle (PMV) accidents. One occurred in May 1975, taking the life of the CAP-USAF driver, and the other occurred in December 1974, which resulted in one disabling injury to USAF military personnel. There were no civilian injuries or USAF vehicle accidents; however, there was a minor GSA vehicle accident. Since there was no injury, the GSA vehicle accident was not charged against the accident rate.

Continued reductions in assigned strength of both military and civilian personnel reduced exposures during this time period:

<u>Military Mandays</u>	<u>Civilian Man-Hours</u>	<u>AFMV Miles</u>
87,141	134,632	7,311

The low figure for AFMV miles was due to a phase-out and replacement of AFMV by GSA vehicles. The assigned GSA vehicles were driven 603,070 miles during this reporting period.

Flying hours for CAP-USAF during this period totaled 8,750.0 (6,340.1 flown in civilian rental aircraft and 2,364.9 in USAF T-29s). There were no aircraft accidents or incidents during this period.

SE also monitored and advised CAP in the investigation of 22 aircraft accidents, 18 aircraft incidents and eight aircraft ground accidents not involving intent for flight.

STAFF JUDGE ADVOCATE (JA)

The annual state appropriations survey was completed 75 / by personnel of JA in November 1974. Thirty-three wings reported receiving a total of \$1,094,566 in state appropriated funds.

JA prepared a letter to the Internal Revenue Service 76 / on 26 July 1974, requesting federal income tax group exemption. A letter of reply, granting exemption for 77 / FY 75 was received in December 1974.

Among the more important legal opinions rendered by JA were one in support of the Legality of Employing 78 / a Paid Lobbyist, and one eliminating Appointment of 79 / Reservists as wing LOs.

During this reporting period, JA continued to monitor the corporate insurance program, fund raising endeavors by individual units and FECA claims and suits for and against the corporation.

A Litigations and Claims Suit was filed in the District Court of Springfield, Massachusetts, on 22 August 1974, by Helmuth J. Lehberger against CAP in the amount of \$1,500. This suit arose out of an alleged debt on an aircraft which had been reassigned. A companion suit for \$100 was filed in the small claims court.

On 13 February 1975, Calvert Fire Insurance Company et al. filed suit in Contra Costa County, California, against CAP.

This court action was generated by a fatal accident involving a rented Cessna 150 aircraft from General Air Services which was used on a CAP Squadron 44 activity at Duck Lake, California. The aircraft was rented by Alphus Scarbrough. The other occupant of the aircraft was John Nenni, Jr. Both of these individuals were involved in making an equipment drop by parachute to cadets of their squadron on a survival training exercise when the drop package became entangled in the horizontal stabilizer of the Cessna 150. The aircraft went out of control, crashed and killed both persons. The action requests relief in the amount of \$7,998.59 to Calvert Fire Insurance Company and \$500 to General Air Services due to the loss of the aircraft (N-3010X).

Suit was filed in the U.S. District Court for the Northern District of Georgia, Atlanta Division, on 30 May 1975 by Laura Kiker against Joseph Estep and CAP. This action arose out of an accident on 23 March 1974. The accident was caused by pushing a parachute through the window of an aircraft, which became entangled in the rear propeller and engine. The aircraft crashed approximately 11 miles south of McRae, Georgia. Laura Kiker was severely injured. Suit asked for \$1,000,000.

John J. O'Connell filed suit on 21 June 1975, in the Alameda County Superior Court of California against CAP. John J. O'Connell, a rather heavy person, was a passenger in a Piper Aircraft (N-131T) owned by CAP and piloted by Russell A. Schoelen. On 9 February 1974, this aircraft crashed at or near the mouth of the Eel River in the County of Humboldt, State of California. Russell A. Schoelen was burned to death. O'Connell was pulled from the wreckage, but sustained injuries. Plaintiff reserved the right to amend his complaint and ask for a specific amount.

The appeal in the case of Price Piper v. CAP, in Superior Court of the State of Washington, County of Spokane, was dismissed on 20 June 1975. The corporation was required to pay \$6,719.19 plus eight months interest in this case. The case involved an aircraft purchased from Price Piper and tax on said aircraft. This was a 1968 contract.

DCS/COMPTROLLER (AC)

HQ COMD USAF budget office issued HQ CAP-USAF an initial funding document of \$1,972,000; with a quarterly authority of \$759,000 for the first quarter and \$392,000 for the second quarter of the fiscal year.

80 /

In December 1974, an expense ceiling was imposed upon travel and transportation by Congress. The initial ceiling restricted HQ CAP-USAF to a maximum expense of \$550,000 (a reduction of \$69,000) in the TDY and GSA vehicle rental areas. The \$69,000 reduction was rebutted with a letter from the Commander.

Considerable time was spent during January 1975 by AC personnel in developing the estimates for FY 76 USAF budget. Along with FY 76 estimates, estimates were also submitted for the transition quarter of 197T (July-September 1976).

On 6 February 1975, the result of the rebuttal letter was received. HQ COMD USAF/ACB imposed a new travel limitation upon HQ CAP-USAF reducing the amount of funds programmed for travel from \$619,100 to \$613,000. Much time was spent during February reworking the available balances so that HQ CAP-USAF could get the most out of the imposed limitation. The \$6,100 difference was not withdrawn. HQ CAP-USAF/ACB reprogrammed these funds into registration fees, aircraft rental and equipment. On 20 March 1975, HQ COMD/ACB increased the annual budget by \$65,000. Of this amount, \$30,000 was programmed into civilian pay to support the 1 October 1974 pay raise; \$20,000 was programmed into aircraft rental; \$12,500 was allotted for renovation and the move of the CAP computer system to building 714; and \$2,500 was put into supplies and equipment.

On 21 April 1975, the travel limitation was increased \$3,000 with a corresponding increase in annual authority to support transportation and per diem of crews flying the T-29 aircraft to the "bone yard" at Davis-Monthan AFB, Arizona. The financial position as of 30 June 1975 showed all but 63 cents of \$2,040,900 obligated.

81 /

DIRECTORATE OF ADMINISTRATION (DA)

DA continued to provide normal administrative support for HQ CAP-USAF and for National Headquarters CAP.

Problems encountered during the period were associated with performing the additional duty function of HQ Squadron Section for which no manning was authorized.

In January 1975, DA notified DCS/Personnel that the 82 / administrative overload in unit administration was impeding the ability to accomplish the primary function. The report of HQ COMD USAF General Inspection, 24 March 1975, substantiated that position. As a result, the function OER/APR processing was returned to DP and an additional manning authorization was assigned to DA for the remaining unit administration functions. This space was not filled at the end of this reporting period. Two other vacancies existed due to personnel losses in the Publishing Division of DA.

Administrative Communications and Documentation Division

HQ CAP-USAF was a participant in the Metered Mail Pilot Program whereby actual postage was paid in lieu of use of the indicia. Postage costs for this period totalled \$27,273.57.

Due to increased use of the copier located in DA, the CAP Corporation replaced the rental Xerox 914 with basic plan for 3,200 copies per month, with a rental Xerox 4000 copier with a basic plan for 5,900 copies per month.

Publishing Division

Sixty-one new or revised publications were developed and distributed.

Twenty new or revised forms were designed and distributed.

Twenty existing forms were made obsolete without replacement.

Units of print which were received and printed amounted to 26,335,694.

Over 570,000 line items of requisitions were filled with replacement publications and blank forms.

Late in 1974, a new Stahl folder and a new 30-bin rotogather collator were purchased by the CAP Corporation and installed in the printing shop.

DCS/LOGISTICS (LG)

Host-Tenant Agreements

Thirty support agreements for USAF-CAP LOs were reviewed and/or negotiated during this reporting period. They were as follows:

Middle East Region	Massachusetts
National Capital	New Hampshire
North Carolina	Rhode Island
South Carolina	Great Lakes Region
Virginia	Kentucky
Southeast Region	Ohio
Georgia	Illinois
Louisiana	Alabama
Idaho	Florida
Alaska	Puerto Rico
Northeast Region	North Central Region
New York	Minnesota
New Jersey	New Mexico
Oklahoma	Utah
Pacific Region	

Four Command-To-Command Support Agreements were reviewed and/or negotiated for Logistics support of USAF-CAP LOs at the following locations:

Strategic Air Command (SAC)

Texas	Nebraska
Southwest Region (RLO)	Indiana
Wyoming	Montana

Kansas	Maine
North Dakota	Vermont
Michigan	Pennsylvania
South Dakota	West Virginia
Iowa	

Tactical Air Command (TAC)

North Carolina	Virginia
South Carolina	Idaho

Military Airlift Command (MAC)

Northeast Region (RLO)	Washington
Delaware	Arkansas
New Jersey	Tennessee
New York	Oregon
Missouri	

Air Force Systems Command (AFSC)

Massachusetts	Florida
New Hampshire	New Mexico
Rhode Island	Connecticut

Relocation of USAF-CAP LOs

The following LOs were relocated during this period:

<u>LO</u>	<u>Moved from</u>	<u>Moved to</u>
New Hampshire	Bldg 841 Grenier AFS Manchester NH	Bldg 844 Grenier AFS Manchester NH

<u>LO</u>	<u>Moved from</u>	<u>Moved to</u>
North Carolina	Bldg 284 Douglas Municipal Arpt Charlotte NC	6224 Wilkinson Blvd Charlotte NC
Vermont	156 College Street Burlington VT	1 College St Burlington VT

DOD Excess Property

AF transferred DOD excess property with an original acquisition value of \$9,144,946 to CAP during this reporting period. AF personnel were also responsible for approving CAP's disposal of DOD property with an original acquisition value of \$3,554,547.47. CAP realized a return of \$435,315.51 from the disposition of this property.

On 11 June 1975, LG was assigned the project of providing the General Accounting Office (GAO), Battle Creek, Michigan, with information pertaining to the transfer of excess DOD property to non-federal entities such as CAP, Defense Civil Preparedness Agency (DCPA), churches, etc. This project was coded 943171 and was in response to a request by the Government Activities and Transportation Subcommittee of the US House of Representatives. It was, in effect, a review of the provisions of the Federal Property Administrative Services Act. On 19 June 1975, this information was provided GAO in the form of background data on CAP, CAP Supply Bill and copies of directives covering policies and procedures governing transfer of excess DOD personal property to non-federal entities.

Motor Vehicles in Support of CAP

The corporate vehicle fleet consisted of 3,097 vehicles as of 1 January 1975. As of 30 June 1975, the corporate vehicle fleet was 2,985, which showed an increasing willingness to improve the fleet by getting rid of the older vehicles. Approximately 10 percent of the vehicles, prior to January, was in poor condition and inoperative. Additionally, vehicle inventory reporting (CAP RCS: S-2 Report) was inaccurate and lacked pertinent data.

During September 1974, a program was initiated to improve the overall condition of the CAP vehicle fleet and also insure accuracy of data reflected on the CAP S-2 Report. The majority of the present inventory is operational and reflects the true status of the fleet.

Phone-Mates

The deletion of the secretarial positions at all wing LOs during 1973 left the LOs with no provisions for receiving official telephone calls during periods of absence due to TDY travel. During August 1974, a program was established to equip LOs with recording telephone-mates to insure all telephone calls were received. As of 31 December 1974, phone-mates were available and operational at every LO.

Long-Term Hire of Motor Vehicles

CAP-USAF experienced difficulty in providing adequate ground transportation to LOs due to DOD/AF energy conservation measures and budget restraints brought on by higher fuel costs. Reprogramming of CAP-USAF TDY funds during December 1974 was accomplished to provide an additional \$9,700 in GSA rental funds for the remainder of FY 75.

During the inspection of HQ CAP-USAF by HQ COMD USAF, the question was brought up concerning use of air conditioning in vehicles located in the north, east, midwest, and northwest. LG stated that he felt that air conditioning for vehicles in the north, east, midwest and northwest may be as necessary during certain seasons as vehicle heaters are in the southeast, southwest, and Pacific Coast during fall, winter, and spring. Since LOs utilize their vehicles as their primary mode of transportation as well as for a mobile office, lack of air conditioned vehicles could have a detrimental effect on mission accomplishment. Additionally, GSA revealed during informal discussions, that beginning in 1972 all GSA vehicles came equipped with factory or locally installed air conditioning. GSA could not always insure provision of exact vehicles required and would issue whatever vehicles were available. After reevaluation, action was taken to realign GSA leased vehicles as follows:

1. Michigan Wing LO: The GSA vehicle with air conditioning was exchanged for a GSA non-air-conditioned vehicle effective 23 April 1975.
2. Massachusetts Wing LO: This wing was authorized an air conditioned GSA leased vehicle.

3. Maine, Connecticut, Wisconsin and New Hampshire Wing LOs: Further inquiries indicated that leased GSA vehicles were not air conditioned.

4. Arkansas, Louisiana and Nebraska Wing LOs: Have requested air conditioned GSA leased vehicles. Transfer will be accomplished when vehicles are available at the corresponding GSA motor pools.

CAP-USAF Simulator

DO requisitioned a light aircraft simulator through AC 7 March 1975. AC contacted LG and the funds were requested. HQ COMD USAF provided \$3,000 for purchase of the flight simulator during May 1975. LG prepared AF Form 601a and submitted to AFLC through HQ COMD USAF for authorization for the simulator. AFLC verbally approved the request. The simulator was then ordered through Maxwell Base Supply prior to receipt of actual 601b from AFLC. LG was then informed that the \$3,000 which was taken from the operations and maintenance equipment fund, could not be used to purchase the simulator since it was coded Budget Code "Z" and required 3080 type funds. Budget Code "Z" (3080) funds are required for purchase of equipment in excess of \$1,000. Therefore, HQ AU, subsequently budgeted for this simulator, procured it and issued it to HQ CAP-USAF in accordance with the host-tenant agreement.

Corporate Aircraft

As of 30 June 1975, the corporate aircraft inventory consisted of 701 aircraft with an estimated value of \$8,498,474.

During this reporting period, LG acquired 17 aircraft for the corporate fleet; they consisted of fifteen local purchase aircraft and two U-1s acquired from DOD excesses. Also, 16 DOD excess aircraft were held for acquisition pending potential airworthiness certification by FAA. LG obtained three U-6 aircraft to be used for parts by the CAP Supply Depot.

Key Personnel

Lt Col Wheeler D. Samples, DCS/LG retired from active duty on 1 September 1974. He was temporarily replaced on that date by Major Louis W. Shehi.

Lt Col Cater M. Elliott assumed duties as DCS/LG on 19 January 1975.

CHAPTER NINE

MISCELLANEOUS

GLOSSARY OF ABBREVIATIONS

AC	AF - Air Force	DCS/Comptroller
AFC	Air Force Base	
AFASC	Air Force Academy Survival Course	
AFLCOP	Air Force Logistics Command Orientation	
AFRCC	Air Force Reserve Coordinating Center	
AFRES	Air Force Reserve	
AF		
AFLC	Air Force Logistics Command	
AFMV	Air Force Motor Vehicle	
ANG	Air National Guard	
AOPA	Aircraft Owners & Pilots Association	
ARRS	Aerospace Personality Series	
	Aerospace Rescue & Recovery Service	
ATCFC	Air Training Command Familiarization Course	
AU	Air University	
ATC	Air Training Command	
CAP	Civil Air Patrol	
CAP NEWS	Civil Air Patrol Newspaper (Monthly)	
CEC	Christian Encounter Conference or Communications Electronics Course	
CAP-USAF	Civil Air Patrol-United States Air Force	
CBPO	Consolidated Base Personnel Office	
CSAF	Chief of Staff, Air Force	
DA	Directorate of Administration	
DCPA	Defense Civil Preparedness Agency	
DCS	Deputy Chief of Staff	
DO	DCS/Operations	
DOD	Department of Defense	
DOO	Directorate of Current Operations	
DOK	Directorate of Communications	

DOS	Directorate of Emergency Services
DOT	Directorate of Senior Training
DP	DCS/Personnel
DPM/DPB - <i>Directorate of Military Personnel & Reserve Affairs</i>	
ECI <i>D.P./ Directorate of CAP Personnel</i>	Extension Course Institute
ED	DCS/Aerospace Education & Cadet Program
EDV	Directorate of Audio-Visual Communications
ELT	Electronic Locator Transmitter
FAA	Federal Aviation Administration
FAACOP	Federal Aviation Administration Cadet Orientation Program
FCC	Federal Communications Commission
FTS - <i>Federal Telecommunications Services</i>	
GAM	General Aviation Membership
GAO	General Accounting Office
GLR	Great Lakes Region
GSA - <i>General Services Administration</i>	
HC	Staff Chaplain
HQ CAP-USAF	Headquarters, Civil Air Patrol-United States Air Force
HQ COMD USAF	Headquarters Command, United States Air Force
Hertz	Hertz
IACE	International Air Cadet Exchange
IG	Inspector General
JA	Staff Judge Advocate
LG	DCS/Logistics
LO	Liaison Officer or Liaison Office
MAC <i>54ex</i>	Military Airlift Command
MER	Middle East Region

MET	Management Evaluation Team
MHz	Megahertz
MSOP	Medical Services Orientation Program
NAEAC	National Aerospace Education <i>Advisory Committee</i> Association
NASA	National Aeronautics & Space Administration
NCAE	National Congress on Aerospace Education
NCR	North Central Region and National Cash Register
NCC	National <i>Cadet Competition or Natl Chaplains'</i> Communications Committee <i>Committee</i>
NDC	National Drill Competition
NEC	National Executive Committee
NER	Northeast Region
NSC	National Staff College
OI	Directorate of Information
OPR	Office of Primary Responsibility
PACR	Pacific Region
RAP	Reserve Assistance Program
<i>RDTE - Regional Director of Aerospace Education</i>	
RMR	Rocky Mountain Region
RLO	Region Liaison Office or Region Liaison Officer
ROTC	Reserve Officers Training Course
SAR	Search and Rescue
SE	Directorate of Safety
SER	Southeast Region

SFOC	Space Flight Orientation Course
SSB	Single Side Band
SWR	Southwest Region
US	United States
USAF	United States Air Force
USAF-CAP	United States Air Force-Civil Air Patrol
USCG	United States Coast Guard
VHF	Very High Frequency
XR	Directorate of Plans and Programs

LINEAGE AND HONORS DATA

Unit Designation - Headquarters Civil Air Patrol-United States Air Force

Previous Designation - Headquarters Civil Air Patrol-United States Air Force

Authority - Public Law 557, 80th Congress, 26 May 1948

Higher Headquarters - Headquarters Command, USAF

Commander - Brig Gen Carl S. Miller, USAF

Assigned Units - N/A

Assigned Units Lost - N/A

Units Attached - N/A

Attached Units Lost - N/A

Station - Maxwell AFB, AL 36112

Aircraft Flown - Various single-engine civilian rental aircraft

Awards and Decorations - N/A

Emblem - N/A



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